

Student Externship Guidelines

NOTE: Your externship materials MUST be typed and turned in by hard copy for your extern binder (email submissions will not be accepted). Also, note that Lisa Cannon will be on vacation June 8-17.

Submissions Summary Deadlines: (all to your binder in room 110 of Law Library):

- 1) Early Report/Memo – Friday, **May 27th**
 - 2) Mid-term Report – Monday, **June 20th**
 - a. Time log to date (signed by supervisor, with hours totaled)
 - b. Journal to date
 - c. Work product to date
 - d. Field Supervisor's Mid-term evaluation of your work.
 - 3) Final Report – Monday, **July 25th**
 - a. Comprehensive time log (signed by supervisor, with hours totaled)
 - b. Final journal (beginning where mid-term journal ended)
 - c. Work product (other than that offered in Mid-term report)
 - d. Field Supervisor's Final evaluation of your work
 - e. Your two evaluations of your Externship/Field supervisor and Faculty supervisor/Director.
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- 1) On **May 27th**, you must submit a **one page** memorandum detailing your externship experiences to date. The purpose of this early report is to make sure everything is going as intended, and to identify any problems that need to be remedied. By identifying problems early, corrections can be made in a timely fashion that will keep your externship from imploding.
 - 2) Keep a daily time log (provided on website, <http://www.valpo.edu/law/academics/externships/>). As a lawyer, you will need to keep track of your time for billing purposes. This will help you get used to this practice. Your entries simply need to indicate date, task (with specificity) and amount of time spent on same. Please total your hours prior to placing time log in your extern binder. Make sure to have your **Field Supervisor verify your time log by signing off at the bottom of the page**. Your Faculty Supervisor relies on the time log to verify that you fulfilled your hourly requirements. (Reminder, you have to complete 45 hours of work per credit hour enrolled.)
 - 3) Keep a daily journal. Write a journal entry for each day you spend in your externship. These entries should reflect on what you are doing and observing in the workplace. Record your feelings about issues and work as a lawyer. You should discuss and analyze your experiences in light of your formal legal education. The goals you had at the beginning of the externship and whether you realized them is also important information to include. This will help with the overall evaluations at the end of the semester. **Your journal is a primary method of evaluation by your faculty supervisor – take it seriously and do it well.**
 - 4) Keep a file of all final copies of your work product. Before you turn it in, make sure that your Field Supervisor approves (some of your work product may not be appropriate for disclosure). **If you are unable to submit work due to confidentiality, please note this in your work**

journal. You should turn this file in to Lisa Cannon at least twice during the semester. A binder will be available in her office for you to compile your submissions for review by your Faculty Supervisor.

- 5) Remind your Field Supervisor to submit a **Mid-Term Progress Report** (provided on the website) to Lisa Cannon **by June 20**. It is your responsibility to see that they send this important evaluation by that date.
- 6) You must **complete evaluations of your Faculty Supervisor and Field Supervisor** at the end of the semester to obtain credit. Forms are found on the Externship website and must be placed in your binder **by the end of the semester, July 25**, with your final materials.
- 7) Ask your Field Supervisor to submit the **Final Evaluation Report** by **July 25** to Lisa Cannon (form provided on website).
- 8) Keep in touch with your Faculty Supervisor or the Externship Director. Alert him/her if you encounter any problems. Above all, enjoy the externship.

Summer contact info:

Lisa Cannon

Director of Externship Program

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